**DMU External Examiner Documentation Checklist**

**For APU Provision**

It is recognised that there is variation across the universities as to who has responsibility for providing information and communicating with external examiners. The suggested responsibility column has therefore been included as a guide as this may vary within faculties or schools.

Where possible, it is advisable to send information in coherent packs rather than multiple emails. Whilst the assessment team is ultimately responsible for ensuring the information is provided to the external examiner, this may be delegated. Each school/department should decide upon who is best placed to communicate with the external examiner.

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| **Provided at the start of the appointment** | **Suggested responsibility** |
| Appointment letter from DMU containing the name of the programme, tenure dates, main duties, fee and expenses information | Department of Academic Quality DAQ (DMU) |
| Appointment letter from APU issued by the Vice-Chancellor | APU Quality Assurance Board (QAB) |
| [Guide to external examining at DMU](https://www.dmu.ac.uk/documents/about-dmu-documents/quality-management-and-policy/academic-quality/external-examiners/guide-external-examining-dmu.pdf) which details the role of the examiner on quality assurance policies and protocols (DMU website) | DAQ (DMU) |
| External examiner report proforma (DMU website) | DAQ (DMU) |
| [External examiner expenses claim forms](https://www.dmu.ac.uk/documents/about-dmu-documents/quality-management-and-policy/academic-quality/external-examiners/exex-claim-form.pdf) (DMU website) | DAQ (DMU) |
| List of documents to be provided to meet the right to work in the UK requirements if UK based | DAQ (DMU) |
| Username and password for DMUhub (access to payslips and P60s) along with access guidance | DAQ (DMU) |
| Invitation to the External Examiner Briefing session plus an introductory session with APU team | DAQ (DMU)/ APU Quality Assurance Board (QAB) |
| From the External Examiner Briefing sessions:  Copy of presentation | DAQ (DMU) |
| Username and password for APU’s SharePoint along with access guidance | QAB (APU) |
| Current Joint Academic Regulations (APU SharePoint) | QAB (APU) |
| Current Joint General Regulations and Procedures Affecting Students (APU SharePoint) | QAB (APU) |
| Programme specific regulations usually included in the programme handbook/specified in Programme Standards from MQA) | QAB (APU) |
| DMU-APU joint Assessment and Feedback Policy (not available as yet) | To be decided |
| Relevant APU and DMU contact information | DAQ (DMU)/APU Administration |
| APU Programme leader and administrator contact external examiner to introduce themselves and to confirm:   * The best form of communication between, main contact details * How and when work will be sent to the external examiner including an assessment schedule * Agreement on the number of visits * Whether the external examiner wishes to meet with students | APU Programme leader/ DMU administrator |
| Programme specifications (SharePoint) | QAB (APU) |
| Module specifications (SharePoint) | QAB (APU) |
| Student/programme handbooks (SharePoint) | QAB (APU) |
| Details of any professional, regulatory or statutory body requirements (PSRB) (if applicable) | DMU administrator |
| Previous DMU external examiners report/s | DMU administrator |
| Recent review reports (eg periodic review, collaborative review, PSRB) if available | APU Quality Assurance Board (QAB)/ DMU administrator |
| Annual Programme Monitoring Report | DMU/ QAB (APU) |
| Dates of assessment board meetings at which attendance of external examiners is required | APU/DMU Administrator |
| Dates of any other meetings ie interim visits | APU/DMU Administrator |
| Timeline of when to expect draft assessments and samples including turnaround times | APU/DMU Administrator |

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| **Provided on an annual basis at the start of each year** | **Suggested responsibility** |
| Programme specifications (SharePoint) | APU Quality Assurance Board (QAB) |
| Module specifications (SharePoint) | QAB (APU) |
| Student/programme handbooks (SharePoint) | QAB (APU) |
| Relevant APU and DMU contact information (if any changes) | APU Assessment Team/ DMU administrator |
| Annual Programme Monitoring Report | DMU/ QAB (APU) |
| Dates of assessment board meetings at which attendance of external examiners is required | APU/DMU Administrator |
| Dates of any other meetings ie interim visits | APU/DMU Administrator |
| Timeline of when to expect draft assessments and samples including turnaround times | APU/DMU Administrator |
| Feedback from students included in the Module Moderation Report/End of Module Report | APU Module lecturer/leader |
| DMU Newsletter (May and October) (if applicable) | DAQ (DMU) |
| Current Joint Academic Regulations (APU SharePoint) | QAB (APU) |
| Confirmation of receipt of report | DAQ (DMU) |
| Initial response to the external examiner’s report from the PVC/Dean | QAB (APU)/APU Senior Director, Partnerships and Standards via DMU administrator |
| Detailed response to the external examiner’s report from the respective school via QAB. School administrator to forward to the external examiner. | APU Head of School via DMU administrator |

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| **Provided during the academic session** | **Suggested responsibility** |
| Draft assessments for approval including marking schemes, model answers and outline solutions if appropriate | APU Assessment team |
| Feedback on draft assessment comments | APU Assessment Team |
| Samples of work including:   * Mark lists * Assessment briefs * Model answers and outline solutions if appropriate * Marking scheme * Mark descriptors * Evidence of internal moderation/second marking and how final marks were agreed * Moderation cover sheets * Summary of module statistics (students assessed, average marks, standard deviation and pass rates) | APU Assessment team/DMU administrators |
| Consultation on curriculum and assessment changes | APU Programme leader |
| Agenda’s for assessment boards | APU/DMU Administrator |
| Minutes of the relevant boards (assessment and management) | APU/DMU Administrator |